MONA instructions

1. Signing in

To sign in to MONA, you need a username, a PIN code and a password. These can be found on a document sent to you by registered mail. The login procedure also requires that you use one of two authentication devices that generate one-time passwords: a *smartphone app* or a *security card*. If you use a *smartphone*, you can find further instructions in the document *Smart Phone App Instructions*. The card is sent to you by mail. If you lack anything required to log in, please contact the MONA support.

A   Open your web browser and go to
http://www.scb.se/mona-en

Choose your authentication device in the textbox after the first paragraph: *Security card* or *Smart phone*.
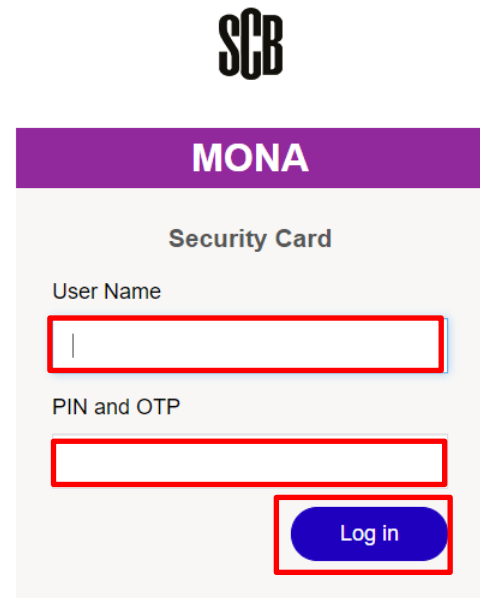

B.1   *Security Card:*

Enter your username in the field "User Name"

Generate an OTP (one-time password) with your security card.

Enter your six digit PIN code and your OTP in direct sequence, without spaces in the field "PIN and OTP".

Click "Sign in".

If you generate OTP-codes without performing a log on attempt your security card might desynchronize.

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B.2   *Smartphone:*
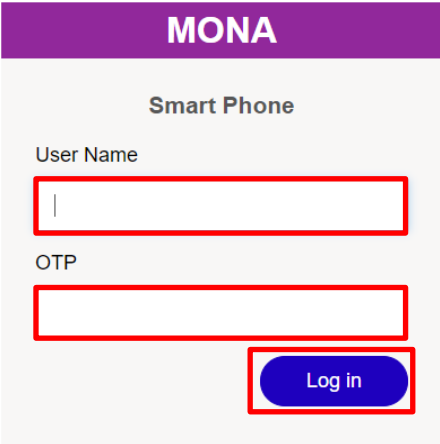
Enter your username in the field "User Name"

Open the mobile app and select your profile.

Enter your six-digit PIN code in the app to generate an OTP (one-time password).

Please note that any combination of digits will generate an OTP, but only your PIN code will generate an OTP that you can sign in with.

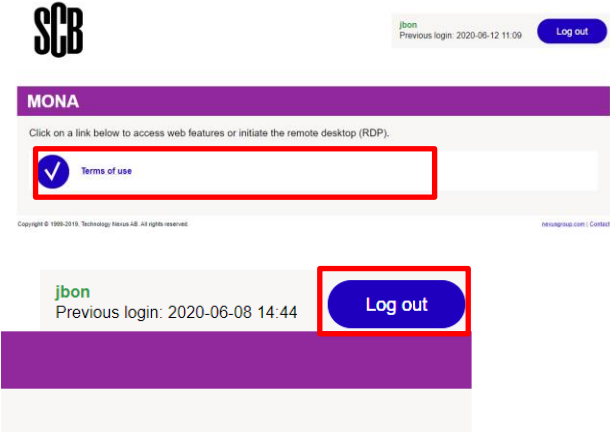Enter the OTP code from the app in the field "OTP" in your web browser.

Click "Sign in".

C.1

The first time you log in to MONA you must approve the Terms of use:

1. Click the icon "Terms of use".
2. Enter your username and password.
3. Choose language by clicking the flag icon
4. Read the terms carefully
5. Approve the terms by clicking the button at the bottom of the page
6. If you are not logged out automatically you can log out with the button "Log Out" in the upper right

C.2 After you have accepted the terms of use, logged out and logged in again you will se links for opening the MONA remote desktop.

To use MONA in the web browser you need to click on **MONA MTSXX web browser (recommended)**. This does not require installation of any other software.

To use MONA in a remote desktop client you need to click on **MONA MTSXX RDP client (Windows)** or **MONA MTSXX RDP client (Mac)** depending on what operative system you have.

The remote desktop client gives you access to more features and may solve some keyboard issues that are common when using MONA in the web browser.

Setting up the remote desktop client requires admin rights on the computer you are using since the software Access Client must be installed.

The first time you log in, you need to change your password. To do that, you must use the alternative **MONA MTSXX web browser (recommended)**.
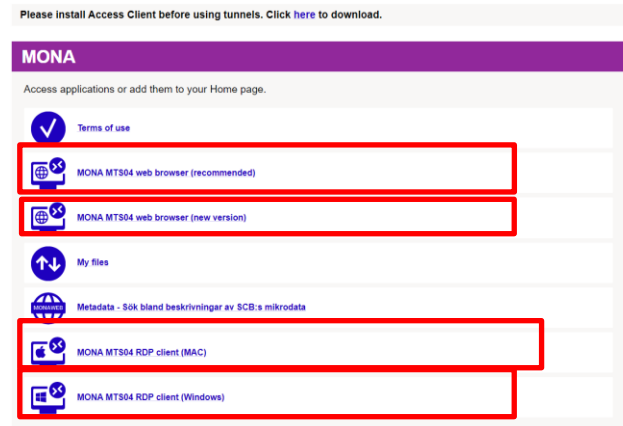
D.1 *Web browser:*

MONA opens in a new tab. Log in using your username and password.

Make sure that you are signing in to the MICRO domain, in other words: make sure that the text says "Sign in to: MICRO". If not, write "micro\" in front of your username in the field "User name".

Now you can use MONA in your browser. To use the browser's full-screen mode, press F11. To exit full screen mode, press F11 again.
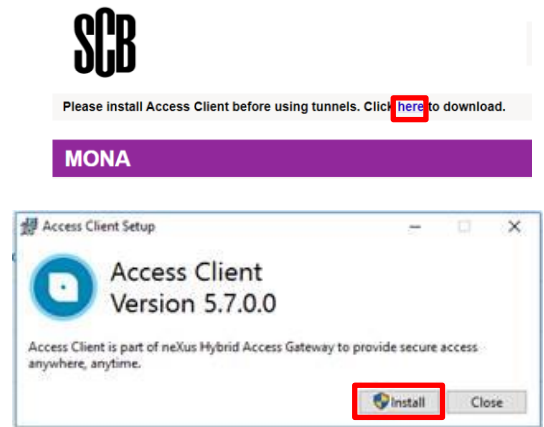
D.2 *Remote desktop client for windows:*

To use the remote desktop client you must install Access Client. Please note that this requires admin rights on the computer you are using, if you do not have admin rights you may need to contact your organizations IT department or use MONA in the web browser instead.

1. To download Access Client, click the link that reads, "Click **here** to download". The installation file for Access Client is downloaded, run it an install the program.

2. After Access Client is installed it should be possible to start a connection by clicking the icon **MONA MTSXX RDP client (Windows)** and accept the popups that appear.


D.3 *Remote desktop client for MAC:*

To use the remote desktop client you must install Access Client and a compatible RDP client.

1. To download Access Client, click the link that reads, "Click **here** to download". The link takes you to the Mac App Store where you can download and install the program. You may also find the program in the Mac App Store directly:
https://itunes.apple.com/cy/app/access-client/id1246738113?mt=12

2. The next step is to install a compatible RDP client. We recommend Microsoft Remote Desktop. It is avilable in the Mac App Store:
https://itunes.apple.com/us/app/microsoft-remote-desktop-10/id1295203466?mt=12

3. When Access Client and the RDP client are installed you can start a conection by clicking on the icon **MONA MTSXX RDP client (MAC)**. After that you need to allow the web browser to start Access Client and then allow Access Client to add VPN configurations.

4. Microsoft Remote Desktop will start a connection and ask for credentials. Enter your username followed by "@micro" in the field "Username" and your password in the field "Pasword". Click "Continue" to start the connection.
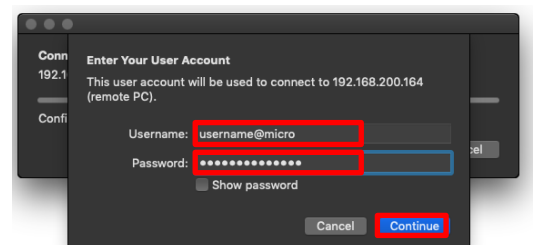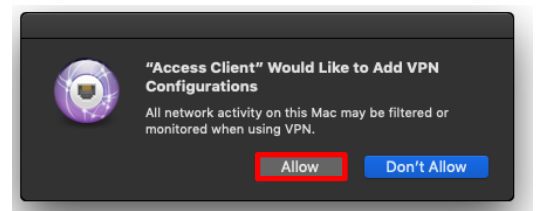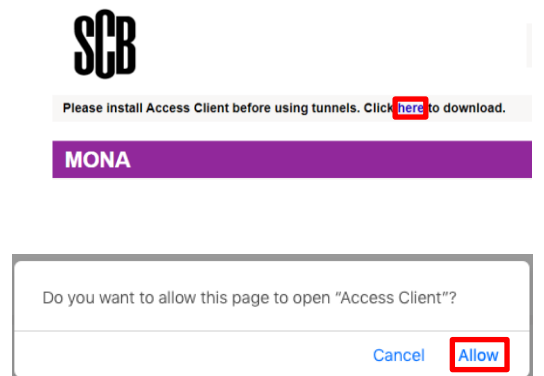
2. Using MONA

A   When you log on to MONA a window with information will appear. The message inside the window will be updated with upcoming maintenance dates and other useful information for the MONA users.

To see the desktop in MONA you need to minimize or close the window.
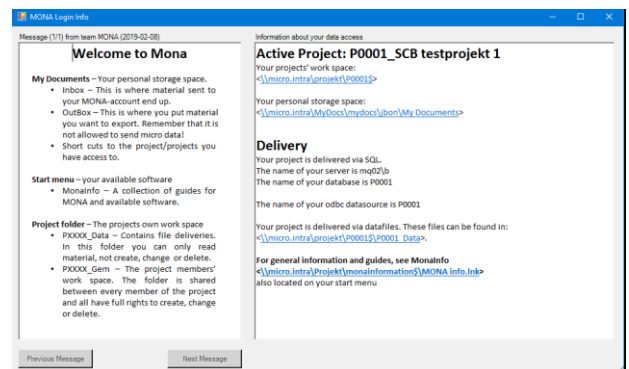
B   In the start menu in MONA there is a shortcut to MONA info, there you will find tutorials for using MONA.

Programs that you have access to are visible in the start menu. Note that the content varies depending on your order.

For longer and more resource intensive jobs, you need to use our batch environment. A tutorial for the program Batchclient is available in Mona info.
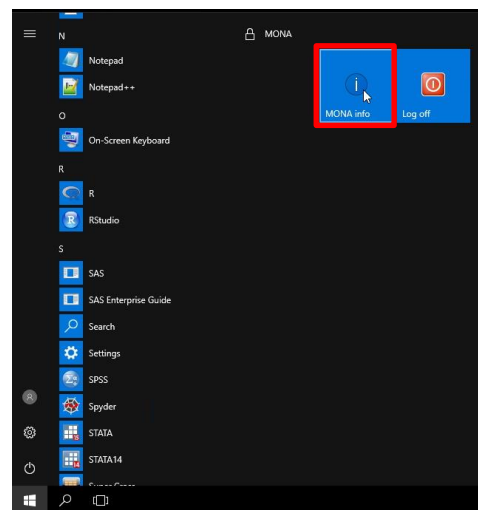

C   The *My Documents* folder is your workspace. In this folder you will find your InBox, OutBox, tutorials and shortcuts to your projects. *My Documents* is limited to 250 megabyte, so make sure to save everything in the project folder.

The shortcut *ProjectID_Name* contains the following folders:

ProjektID_Data: In this folder you will find data files in case you get the delivery in form of files (that is, not as views in SQL).

ProjektID_Gem: In this folder you save the files you produce, it is a folder that all users in your project can access. You can also create custom folder structures.
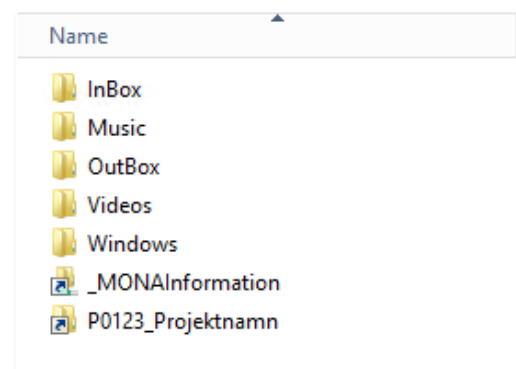
D   Users may sometimes need to use files from outside of the MONA system. Instructions for how users can import files to MONA are available in MONA info. They will be reviewed and placed in your InBox folder. The files must be in a readable format. Microdata, Office files with macros and malicious codes are examples of files that may not be imported.

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E To export results from MONA, the OutBox folder is the primary way. Files you place in this folder will be available for download to your own computer or sent b e-mail . Do not save your files directly into this folder, save them in a different location first and copy/paste the files you want to have sent into your OutBox.

Files are moved from the OutBox folder regularly. Note that the size of a file can be a maximum of 5 MB. More information on how to access the files you place in the OutBox is available in MONA info.

Contact the MONA-support if you need help with exporting files The MONA-support can then deliver you files by different means.

It is never allowed to export microdata.

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3. Signing out

**A**   When you are done with your work in MONA you need to end the session by logging off via the Start menu.

By actively logging out, you ensure that the software licenses you have used are made available to other users.

If you have programs that are running, they will continue to run as long as you do not log off via the Start menu. Your session and your programs will continue to run for 16 hours after the last input (24 hours for SAS users).
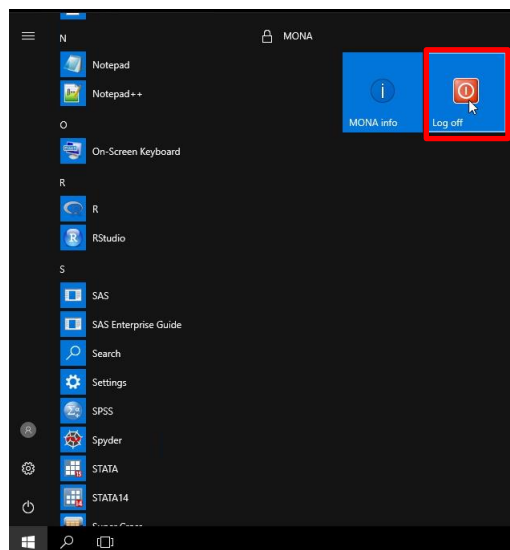
B   After logging out from the domain, you must also terminate the VPN connection. Go to the tab in your browser that contains the login portal and click "Log out". When this has been done, the tab may be closed.
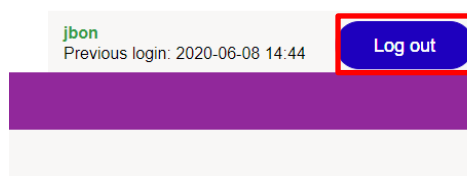
C   Your MONA session can also be disconnected due to inactivity, which happens after 30 minutes without active use. The session remains active for another 16 hours (24 hours for SAS-users). Remember that any unsaved work may be lost when an inactive session is terminated.